



Date:

Dear Participating Fax Referral Program Provider:

Thank you for being a part of the South Carolina Tobacco Quitline Provider Fax Referral program. By making a referral to the South Carolina Tobacco Quitline you are making an impact to reduce the health related disease and death associated with tobacco use.

An important component of the Provider Fax Referral program is to inform you of your patients' participation in quitline services. Because our quitline service provider, Free & Clear, Inc., is an entity that is compliant with the Health Insurance Portability and Accountability Act (HIPAA) they will only be able to exchange protected health information (PHI) with you if you verify that your organization is a HIPAA covered entity and that you need the information for treatment purposes as permitted by HIPAA.

Free & Clear needs to hear from you regarding whether your organization is a HIPAA covered entity in order to provide, or in some cases continue to provide, patient information back to you.

Please verify your status by signing the **VERIFICATION OF HIPAA STATUS** portion of this letter and faxing it to:

**Free & Clear, Inc.**

**Attention: Privacy Officer**

**Fax: (206) 876-2101**

If verification is not provided within 30 days, Free & Clear will accept referrals from you; however, they will not send you the outcome of your referral(s).

Please take a moment to reply. If you have any questions, please contact the South Carolina Tobacco Quitline State Manager at 803-545-4464.

#### **VERIFICATION OF HIPAA COVERED ENTITY STATUS**

*I have the authority and confirm that provider/clinic*

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*(Enter provider/clinic name)*

*is a HIPAA covered entity and, therefore, Free & Clear, Inc., may provide outcomes pertaining to the services my patient(s) receives to be used only by this provider/clinic for treatment purposes.*

Authorized Representative's Signature:

Print Representative's Name:

Title:

Date Signed:

You may also mail a signed copy of the agreement to:

Free & Clear Inc. 999 Third Ave, Suite 2100 Seattle, WA 99104 Attn: Privacy Officer